



MARCORLOGCOM
Marine Corps Logistics Command
Albany, GA 31704-0320



Supply Chain Management Center
MARCORLOGCOM
Albany, GA 31704-0320

Draft
SCMC-QIXXXX
Revision: Baseline
Date: xxxxxxxx

SUPPLY CHAIN MANAGEMENT CENTER QUALITY INSTRUCTION

Commercial Logistics Integrator Support Services for SECREPS

Process Owner: Source Management Department

SIGNATURE/APPROVAL

The signature and date below indicates approval of this instruction for implementation at SCMC,
MARCORLOGCOM.

Director, Supply Chain Management Center
MARCORLOGCOM

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 2 of 37

DOCUMENT HISTORY LOG

Status (Baseline/Revision/ Canceled)	Document Revision	Effective Date	Description
Draft		xxxxxxx	

LOGISTICS INTEGRATION SUPPORT

1. SCOPE

1.1 Scope. This Quality Instruction details the processes and procedures necessary for the successful implementation and operation of the SECREP Logistics Integration Support (LIS) Program. The LIS Program has been designed to minimize the administrative impact on the operating forces and standardize the enterprise-wide SECREP maintenance outsourcing process utilizing a Logistics Support Integrator (LSI). Raytheon Technical Services Company (RTSC) has been selected to serve as the LSI for the SECREP LIS Program. NSNs contracted for sourcing through RTSC are posted on the Albany website (<http://www.logcom.usmc.mil/scmc/secrepmain/>) with all pertinent data (i.e. NSN, price, turn around time, and warranty information).

1.2. Purpose. To provide detailed processes and procedures which identify responsibilities of stakeholders for the successful implementation and execution of the SECREP LIS Program. It is not intended to add or remove contractual requirements but rather to illustrate the process to be used in accessing those requirements.

1.3. Applicability. This QI is applicable to Marine Corps Logistics Command (MCLC), Supply Chain Management Center (SCMC), Source Management Department (SMD). It is also applicable to and assigns responsibilities for all stakeholders mentioned in the “swim lanes” of the individual processes defined in paragraph 4.5 and appendices A through J.

2. APPLICABLE DOCUMENTS.

MCLCP 2002 Marine Corps Logistics Campaign Plan 2002

3. DEFINITIONS AND ACRONYMS.

4. PROCEDURE.

4.1. General. The process of obtaining commercial logistics integrator support services for SECREPs begins with the candidate selection process to select those NSNs that are best served using commercial LIS sources of repair. After the selection as a candidate, the NSN is submitted for proposal to the LSI who solicits vendors qualified to ROR the SECREP to meet or exceed original equipment manufacturers (OEM) specifications and submits firm fixed price (FFP) proposals to the government. Upon receipt of the proposal, the contracting officer’s representative (COR) conducts a fair and reasonable (F&R) assessment and recommends acceptance or rejection of the SECREP as proposed. Accepted SECREPs are placed on contract with the integrator and may be sourced from either retail or wholesale activities across the Marine Corps enterprise. A process to seek ROR services for SECREPs that are not on contract is also available. At this point requirements are inducted, remanufactured, overhauled or repaired (ROR)

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 3 of 37

and returned to the customers using standard processes identified in this SP. Additional processes included in the LIS Program include warranty management, payment management, over and above approval and correcting mis-identified SECREPs erroneously inducted into the ROR cycle. All of these procedures are defined in detail in paragraph 4.5 below, as depicted in Figure 1, and illustrated in appendices A through J.

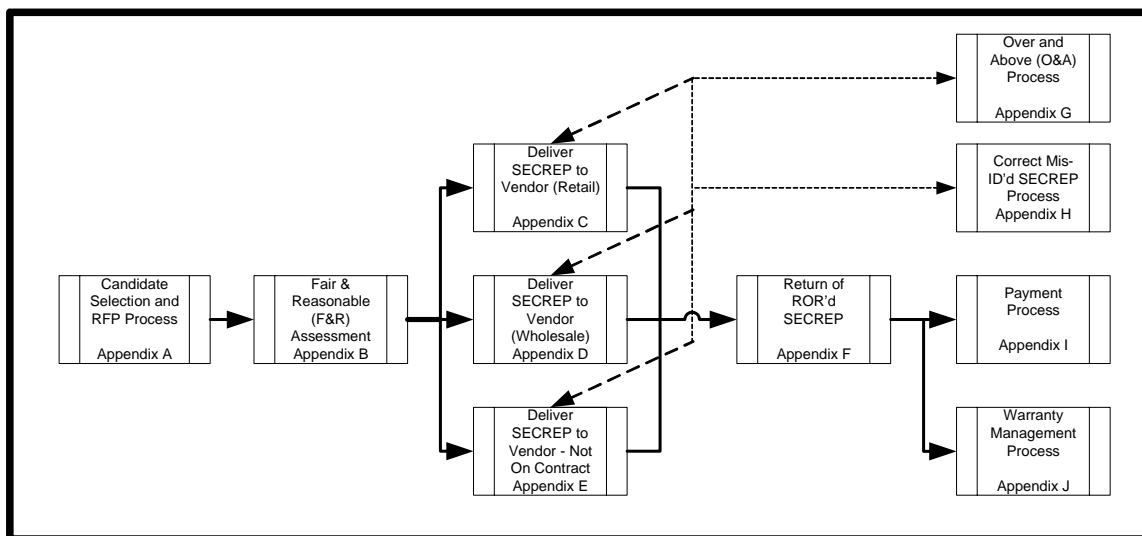


Figure 1. Logistics Integration Support Flow Process

4.2. **Concept.** As directed by the United States Marine Corps Logistics Campaign Plan 2002, COMMARCORLOGCOM (LOGCOM) has begun centralized management and transitioned management of 4th EOM from the FMF to LOGCOM. Results of multiple Working Integrated Product Team (WIPT) Conferences led to the determination that major repair/rebuild of secondary repairable (SECREPS) should not be accomplished on the battlefield as a normal course of business. Various methods will be used by LOGCOM to source and manage these requirements including leveraging the intermediate maintenance activities (IMAs), existing government sources of supply (SOS), government depot sources of repair (DSOR), commercial repairs contracted by Program Managers during acquisition and the SECREP LIS Program (the subject of this QI). The intent is to provide responsive, “best value” sources for SECREPS across the MC enterprise. This QI does not preclude the using of the government SOS when availability makes it the best choice amongst options.

4.3. **Process.** In order to implement the requirements of the MCLCP, COMMARLOGCOM will manage and outsource for Remanufacture/Overhaul/Repair (ROR) selected SECREPs.

4.4. **Management Review.** The designated process owner (DPO) shall, with subject matter expert (SME) input, review and update this QI as required.

4.5. **Responsibility.** The first time an actionee is listed, their basic responsibilities for the process are described. All steps the actionee takes are listed in sequential order. The procedures describe the process from the perspective of each “swim lane” depicted in the flow diagrams in appendices A through J.

4.5.1. **Candidate Selection and RFP Process (See Appendix A).** The purpose of the candidate selection process is to insure that only SECREPs that are best suited to the LIS Program are sent to the integrator for proposals. SECREPs that are obsolete or have an item exit date (IED) of less than one year, consumable SMR codes will normally be removed from consideration during this process. Any stakeholder may recommend SECREPs for placement on the LIS contract by submitting them to the 4EOM COR for consideration. These recommendations are consolidated in the 4EOM Master Integration List database managed by the 4EOM program assistant. The technical review team provides all necessary tech data to the integrator in order that they may obtain proposals from their vendors. This process ends when a proposal is received from the integrator.

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 4 of 37

<u>Actionee</u>	<u>Action</u>
Stakeholder	4.5.1.1.1 Provide NSN of SECREP to be considered for inclusion on the LIS Contract. <u>Inputs</u> – Proposed NSN for consideration. <u>Outputs</u> – Item to be evaluated. <u>Mechanism</u> – Any means of providing the NSN to SMD.
	4.5.1.1.2 Stakeholder receives notification to terminate a NSN for which a decision was made, to be discarded or not acceptable for contract solicitation. <u>Inputs</u> – Notification with reason for rejection from SMD (COR) <u>Outputs</u> – N/A <u>Mechanism</u> – E-mail
	4.5.1.2.1 Induct the NSN into the database for evaluation for possible inclusion in the LIS Contract to support the customer/stakeholders request. <u>Inputs</u> – NSN of SECREP <u>Outputs</u> – NSN for technical review. <u>Mechanisms</u> – Spreadsheet from database or e-mail to Tech Review Team (TRT).
	4.5.1.2.2 The Technical Review Team will evaluate the candidate NSN for inclusion in the LIS contract. <u>Inputs</u> – NSN, Part Number, Nomenclature, SOS, Non-consumable Item Materiel Support code, Standard Unit Price, Phrase Code, Acquisition Advice Code, SMR Code, 8K ID# (if applicable), Criticality Code, Item Exit Date, and End Items Application. <u>Outputs</u> – A decision to maintain an item as is, change SMR code, change maintenance philosophy, or outsource. <u>Mechanism</u> – FEDLOG, Applications File, CAL, PM LMS input.
SMD	4.5.1.2.3 SMD recommends NSN for Selection? <u>Inputs</u> – TRTs technical data. <u>Outputs</u> – Decision to source or reject. Yes: Proceed to 4.5.1.2.5 No: Proceed to 4.5.1.2.4 <u>Mechanisms</u> – Master Integration List (MIL) Database
	4.5.1.2.4 SMD Notifies the stakeholder of reason NSN not selected for inclusion in the LIS Contract. <u>Inputs</u> – Reason for rejection <u>Outputs</u> – Rejected SECREP (NSN) <u>Mechanisms</u> – E-mail
	4.5.1.2.5 The Tech Review Team will update the database and advise the Program Assistant to seek proposal from the Logistic Support Integrator (LSI) for ROR of SECREP. <u>Inputs</u> – 3 year usage, Whether or not on permanent repair CLIN, Previously rejected, reject code, on contract, obsolete. <u>Outputs</u> – Recommendation to seek LIS. <u>Mechanisms</u> – Master Integration List (MIL) Database
	4.5.1.2.6 The TRT develops a configuration checklist and tech data package.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 5 of 37

Inputs – Tech Manual data, Technical/Engineering drawing data, pictures/photos.

Outputs – Standard configuration checklist

Mechanisms – TM, SL-4, Drawings, Photos, FEDLOGS

- 4.5.1.2.7 The Program Assistant submits the tech data package provided by the TRT to the LSI for proposal.

Inputs – Tech Data Package

Outputs – Information required to develop a proposal for ROR.

Mechanisms – E-mail

- 4.5.1.2.8 The TRT will provide any additional Tech Data as required by the LSI.

Inputs – Request for Tech Data

Outputs – Available Tech Data as required.

Mechanisms – E-mail/letter

- 4.5.1.2.9 The ACOR receives a proposal from the LSI for Fair And Reasonable Assessment in accordance with Appendix B.

Inputs – Data received from the LSI.

Outputs – SECREP (NSN) for F&R Process

Mechanisms – Appendix B

Integrator

- 4.5.1.3.1 The integrator receives/accepts the request for proposal (RFP) and the tech data package from the SMD Program Assistant.

Inputs – RFP and Tech Data for subject NSN.

Outputs – Solicitation to vendors for ROR services.

Mechanisms – RFP and Tech Data Package

- 4.5.1.3.2 The integrator will request any additional information from the SMD TRT as required to support the RFP.

Inputs – N/A

Outputs – Additional information required.

Mechanisms – E-mail

- 4.5.1.3.3 The integrator will determine the best value bid from his vendor base.

Inputs – ROR price, Turn Around Time (TAT), Warranty, Known quality of work.

Outputs – Proposal to add NSN to LIS Contract.

Mechanisms – E-mail

- 4.5.1.3.4 Provide proposal to the SMD COR and to Contracts Department to add the candidate NSN to the LIS contract.

Inputs – Unit Price, Shipping Cost, Teardown price (if applicable), TAT, Warranty Information

Outputs - Proposal, Scope of Work to SMD ACOR and Contracts

Mechanisms – E-mail

Contracts

- 4.5.1.4.1 Contracting Officer receives the proposal and Scope of Work for subject NSN.

Inputs – Proposal and Scopes of Work

Outputs – N/A

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 6 of 37

Mechanisms – E-mail

LMS (MCSC) 4.5.1.5.1 Program Management (PM) validates Configuration Checklists received from the SMD TRT.

Inputs – Configuration Checklist

Outputs – Approved configuration checklist.

Mechanisms – E-mail

4.5.2 Fair and Reasonable (F&R) Assessment (See Appendix B). The purpose of the F&R Assessment is to determine whether the overall value offered in the integrator's proposal merits acceptance or rejection. Upon receipt of proposal from the integrator, Candidate SECREPs are compared to how well they are currently being supported within the government by performing a fair and reasonable (F&R) assessment. Comparisons are made to current order ship times (OST), costs, and current availability. Program enhancements such as contractual firm fixed pricing, turn around times (TAT), warranty, mean time between failure MTBF) tracking, serial number tracking (SNT), the availability to source multiple vendors and surge capability are also considered. Candidate SECREPs that currently have "best value" from current government SOS, government DSOR or existing CLS sources will remain sourced using those entities. Those SECREPs deemed as "best value" to the government using the above criteria are recommended by the 4EOM ACOR for addition to the list of contracted SECREPS on the LIS contract. This process ends with acceptance or rejection of the integrator's proposal by the LOGCOM contracting office.

Actionee

Action

Integrator 4.5.2.1.1 Provide a proposal for addition to the LIS contract.

Inputs – Proposed price, Scope of Work to be performed for the proposed price, Shipping price, TAT, Warranty Information.

Outputs – A Proposal containing information that can be used to make a Fair and Reasonable Price determination.

Mechanisms – Spreadsheet with all required information.

4.5.2.1.2 Receive Task Order Amendment from contracts.

Inputs – The addition of those NSNs approved for inclusion in the LIS contract.

Outputs – N/A

Mechanisms – E-mail w/appropriate attachments

Contract Dept. 4.5.2.2.1 Contracts receives the official proposal from the integrator.

Inputs - Proposed Price, Scope of Work to be performed for the proposed price, Shipping price, TAT, Warranty Information

Outputs – N/A

Mechanisms – E-mail w/attachments

4.5.2.2.2 Contracts receive the completed assessment from SMD.

Inputs – Signed Fair & Reasonable (F&R) Package from SMD

Outputs – N/A

Mechanisms – F & R Package to Contracts

4.5.2.2.3 Contracting Officer publishes the amendment to the Task Order.

Inputs – Approved NSNs to be added to the Task Orders.

Outputs – Published amendment to the Task Order.

Mechanisms – Standard Form 30, Modification of Contract/Order No

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 7 of 37

SMD

4.5.2.3.1 SMD (A-COR) receives the proposal from the integrator.

Inputs – Proposal containing price, Scope of Work to be performed for that price, Shipping price, TAT, Warranty Information

Outputs – Information required for making a Fair and Reasonable Price determination.

Mechanisms – Spreadsheet with all required information.

4.5.2.3.1a Request current OST information (A-COR)

Inputs – Order Ship Time (OST) historical data from RED.

Outputs – Listing of OST

Mechanism – E-mail with Excel Spreadsheet attachment.

4.5.2.3.1b Obtain/Provide Current Asset Availability (CRM).

Inputs – Stock levels at SOS, Stock at RIP, Backorders, and Due-ins.

Outputs – Report of total asset availability.

Mechanisms – CAL, WEBCATS, SCS, AEPS, DESEX

4.5.2.3.1c Obtain/Provide Technical Analysis (Tech).

Inputs – SMR Code and AAC

Outputs – Data requested.

Mechanisms – FEDLOG, TMs, SLs, CAL, PM/LMS input.

4.5.2.3.1d Compares Existing Price to ROR.

Inputs – Latest procurement price in Haystack, Repair Price from MCDSS, Exchange Price, proposed price from vendor.

Outputs – Pricing Information

Mechanisms – Integrator Proposal, Haystack, MCDSS, SCS

4.5.2.3.2 Conducts F&R Assessment considering TAT, Price, Availability, Technical Issues and Program Enhancements (A-COR)

Inputs – All inputs contained in paragraphs 4.5.3.1a thru d above, plus any Program Enhancements offered by the Integrator.

Outputs – A decision document that will support the best value for the Marine Corps.

Mechanisms – F & R Spreadsheet

4.5.2.3.3 Complete F & R assessment and draft findings

Inputs – F & R Spreadsheet

Outputs – Recommendation for SMD Director

Mechanisms – Letter

4.5.2.3.4 SMD Director's signature

Inputs – F & R Package

Outputs – Signed F & R Package.

Mechanisms – Letter with Assessment data.

4.5.2.3.5 Update website (<http://www.logcom.usmc.mil/scmc/secprepmain/>) with newly added NSNs, Scopes or Work and Configuration Checklists (A-COR).

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 8 of 37

Inputs – Copy of updated Pricing/Performance Data spreadsheet for all NSN on contract, copies of approved Scopes of Work for each NSN approved, copies of Configuration Checklist developed during Candidate Selection Process, Revised SOW.

Outputs – Updated website for all authorized users.

Mechanisms – E-mail to Webmaster outlining specific documents that have been placed on the share-drive for transfer to the website.

4.5.2.3.6 Directs update of NSNs on contract in LC4/CLS Database.

Inputs – New accepted NSNs.

Outputs – Up-Dated Database

Mechanisms – Spreadsheet

RED 4.5.2.4.1 Provides historical Order Ship Time data.

Inputs – N/A

Outputs – Order Ship Time data for comparison.

Mechanisms – Voucher Files

4.5.2.4.2 Update LC4/CLS database with accepted NSNs and FFPs.

Inputs – Up-dated Database information.

Outputs – N/A

Mechanisms – Data entry.

4.5.3 Delivery of Repairable SECREP to Vendor (Retail) (See Appendix C). The purpose of this process is to prescribe steps necessary for a retail customer to deliver a contracted SECREP to the integrator-designated vendor for ROR. It begins by loading the ZBE/LC4 transaction into SASSY. This transaction is extracted by LOGCOM and sent via FTP to the integrator's Force Logistics Support (FLS) IT where it will be tracked until completion. After loading the requirement the unserviceable SECREP is signed over to the integrator who ships to one of ROR sites in it vendor base. Upon arrival at the vendor, the SECREP is checked to insure that it was identified properly. Next the vendor inspects the SECREP to see if it is configurationally complete and free from damage not related to fair and reasonable wear both of which will be cause price adjustments. If the SECREP is found to be incorrectly identified, or configurationally incomplete, the vendor will initiate pre-defined processes as defined in paragraphs 4.5.7 and 4.5.8 below. After completion of these processes as required, the vendor will perform the ROR services on the subject SECREPs.

Actionee

Action

Customer 4.5.3.1.1 Identify Condition Code "F" SECREP for Remanufacture/Overhaul/Repair

Inputs – Identified SECREP Requirement

Outputs – N/A

Mechanisms - (<http://www.logcom.usmc.mil/scmc/secrepmain/>)

4.5.3.1.2 Load Requirement.

Inputs – ZBE Transaction

Outputs – N/A

Mechanism – SASSY

4.5.3.1.3 Transfer SECREP to be ROR'd.

Inputs – D7P Transaction

Outputs – Signed copy of DD-1348.

Mechanisms – SASSY

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 9 of 37

- RED 4.5.3.2.1 Extract ZBE/LC4 from SASSY
- Inputs – None
Outputs – MILSTRIP ZBE/Requisition
Mechanisms – SASSY
- 4.5.3.2.2 Transfer visibility of requirement to 4th EOM.
- Inputs – Down loaded MILSTRIP ZBE/Requisition.
Outputs – Populated Database
Mechanisms – LC4/CLS Database
- 4.5.3.2.3 Transfer requirement to integrator
- Inputs – Down loaded MILSTRIP ZBE/Requisition
Outputs – FTP ZBE to Integrator
Mechanisms – FTP and FLS
- SMD 4.5.3.3.1 Monitors Databases and corrects as required.
- Inputs – Corrections as required.
Outputs – None
Mechanisms – LC4/CLS and FLS Database
- Integrator 4.5.3.4.1 Induct requirement in FLS Database
- Inputs – FTP ZBE to integrator.
Outputs – Initiation of the Purchase Order
Mechanisms – FLS Database
- 4.5.3.4.2 Receive SECREP from the customer.
- Inputs – CC F SECREP
Outputs – None
Mechanisms – Configuration Checklist, DD-1348
- 4.5.3.4.3 Ship the SECREP to The Vendor.
- Inputs – CC F SECREP
Output – Appropriately Packaged CC F SECREP, STV Transaction to FLS
Mechanisms – Required mode of transportation.
- Vendor 4.5.3.5.1 Vendor receives the SECREP for servicing.
- Inputs – Appropriately Packaged CC F SECREP
Outputs – Transaction to FLS (VSV) acknowledging the SECREP is at the vendor.
Mechanisms – FLS Database
- 4.5.3.5.2 Vendor inspects the SECREP to determine if it has been properly identified.
- Inputs – CC F SECREP to be identified
Outputs – Correctly identified or mis-identified SECREP.
Yes: Proceed to 4.5.3.5.3
No: Proceed to 4.5.3.5.2a
Mechanisms – Configuration Checklist, FEDLOGS, Technical Manuals, Manufacturers Data

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 10 of 37

4.5.3.5.2a Process if SECREP is not correctly identified.

Inputs – CC F SECREP Data

Outputs – Correctly identified SECREP.

Mechanisms – Mis-Identified Process (Appendix H)

4.5.3.5.3 Vendor inspects to determine if Over and Above costs apply.

Inputs – CC F SECREP

Outputs – SECREP that can be ROR'd within the contracted price without additional costs to the customer.

Yes: Proceed to 4.5.3.5.4

No: Proceed to 4.5.3.5.3a

Mechanisms - Configuration Checklist, FEDLOGS, Technical Manuals, Manufacturers Data

4.5.3.5.3a Process if SECREP requires additional funds to complete repairs (O&A Costs).

Inputs – CC F SECREP

Outputs – Complete costs identified to the customer for ROR.

Mechanisms – Over and Above Process (Appendix G)

4.5.3.5.4 The vendor conducts ROR of SECREP.

Inputs – CC F SECREP that can be ROR'd

Outputs – ROR'd SECREP meeting OEM Specs.

Mechanisms – Statement of Work, Scope of Work

4.5.3.5.4a Vendor delivers the ROR'd asset to the customer.

Inputs – N/A

Outputs – ROR'd SECREP.

Mechanisms – ROR Return Process (Appendix F)

4.5.4 Delivery of Repairable SECREP to Vendor (Wholesale) (See Appendix D). The purpose of this process is to prescribe steps necessary for a wholesale customer to deliver a contracted SECREP to the integrator-designated vendor for ROR. It begins with a commercial repair request from the SCPD to the SMD followed by a pre-defined process issue to repair where the unserviceable SECREP moved to a location for joint inspection by 4th EOM and the integrator's RSR. When the inspection is complete the 4EOM CRM manager drafts an email delivering a manual ZBE/LC4 transaction for induction sent via FTP to the integrator's Force Logistics Support (FLS) IT where it will be tracked until completion. After loading the requirement the unserviceable SECREP is signed over to the integrator who ships to one of ROR sites in its vendor base. Upon arrival at the vendor, the SECREP is checked to insure that it was identified properly. Next the vendor inspects the SECREP to see if it is configurationally complete and free from damage not related to fair and reasonable wear both of which will be cause price adjustments. If the SECREP is found to be incorrectly identified, or configurationally incomplete the vendor will initiate pre-defined processes as defined in paragraphs 4.5.7 and 4.5.8 below. After completion of these processes as required, the vendor will perform the ROR services on the subject SECREPs.

Actionee

Action

SCPD

4.5.4.1.1 Submit Commercial Repair Request to Source Management Department.

Inputs – SECREP Requiring Repair

Outputs – Request for Repair

Mechanisms – E-mail

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 11 of 37

- SMD
- 4.5.4.2.1 SMD forwards the commercial repair request to the customer (MD2).
- Inputs – Repair Request
Outputs – Commercial Repair Request
Mechanisms – E-mail
- 4.5.4.2.2 SMD notifies the RSR that the asset is available for inspection/evaluation.
- Inputs – Notification of requirement from customer
Outputs – Notification to RSR
Mechanisms – E-mail
- 4.5.4.2.3 E-mail requirement to Resource and Enable Department (RED) (80cc format ZBE/LC4).
- Inputs – Requirement for ROR
Outputs – ZBE (Requisition)
Mechanisms – E-mail
- 4.5.4.2.4 Monitor Databases and correct as required.
- Inputs – Data corrections if required.
Outputs – Data corrections as required
Mechanisms – LC4/CLS Database
- RED
- 4.5.4.3.1 Extracts requirements and sends to LC4/CLS and to FLS databases.
- Inputs – E-mail ZBE
Outputs – Formatted ZBE/requirement to LC4/CLS database and FTP to FLS database.
Mechanisms – FTP and ZBE
- 4.5.4.3.2 Maintains LC4/CLS Database.
- Inputs – As Required
Outputs – As required
Mechanisms – LC4/CLS Database
- Integrator
- 4.5.4.4.1 Evaluate configuration (RSR) and complete Configuration Checklist.
- Inputs – CC F SECREP
Outputs – Evaluation on which to make a decision to continue the process to ROR the asset or request disposition instructions.
Mechanisms – Configuration Checklist, TM
- 4.5.4.4.2 Decision is made as to whether or not to pass the requirement on for ROR of the asset.
- Inputs – Inspection results.
Outputs – Acceptance or rejection results to SMD
Yes: Acceptance, Refer to 4.5.4.2.3
No: Rejection, Proceed to 4.5.4.4.3
Mechanisms – Configuration Checklist
- 4.5.4.4.3 If asset was not acceptable, request disposition instructions from customer (MD2).

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 12 of 37

Inputs – Evaluation Results

Outputs – Disposition instruction for the asset.

Mechanisms – E-mail

4.5.4.4.4 Maintain the FLS Database.

Inputs – FTE of requirement

Outputs - Text Files to SMD, Notification to the customer to transfer asset to be ROR'd.

Mechanisms – Database Transfer of Information

4.5.4.4.5 The integrator receives the SECREP from the customer (MD2).

Inputs – SECREP ready to be shipped to a vendor.

Outputs – N/A

Mechanisms – Appropriate MHE

4.5.4.4.6 The Integrator ships the SECREP to vendor for ROR.

Inputs – N/A

Outputs – SECREP for ROR

Mechanisms – Appropriate MHE and Transportation

Customer (MD2) 4.5.4.5.1 Customer issues the SECREP for repair (Stages in Whse 1221, Door 20).

Inputs – SECREP requiring repair.

Outputs – Notification to RSR that asset is available for evaluation.

Mechanisms – MD2 internal policy.

4.5.4.5.2 Customer transfers SECREP to be ROR'd to the integrator.

Inputs – CC F SECREP Requiring ROR

Outputs – SECREP for ROR

Mechanisms – Appropriate Transportation

Vendor 4.5.4.6.1 Vendor receives the SECREP for servicing.

Inputs – Appropriately Packaged CC F SECREP

Outputs – Transaction to FLS (VSV) acknowledging the SECREP is at the vendor.

Mechanisms – FLS Database

4.5.4.6.2 Vendor inspects the SECREP to determine if it has been properly identified.

Inputs – CC F SECREP to be identified

Outputs – Correctly identified or mis-identified SECREP.

Yes: Proceed to 4.5.4.6.3

No: Proceed to 4.5.4.6.2a

Mechanisms – Configuration Checklist, FEDLOGS, Technical Manuals, Manufacturers Data

4.5.4.6.2a Process if SECREP is not correctly identified.

Inputs – CC F SECREP Data

Outputs – Correctly identified SECREP.

Mechanisms – Mis-Identified Process (Appendix H)

4.5.4.6.3 Vendor inspects to determine if Over and Above costs apply.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 13 of 37

Inputs – CC F SECREP

Outputs – A decision on how to continue the process.

Yes: Proceed to 4.5.4.6.3a

No: Proceed to 4.5.4.6.4

Mechanisms - Configuration Checklist, FEDLOGS, Technical Manuals, Manufacturers Data

4.5.4.6.3a Process if SECREP requires additional funds to complete repairs (O&A Costs).

Inputs – CC F SECREP

Outputs – Complete costs identified to the customer for ROR.

Mechanisms – Over and Above Process (Appendix G)

4.5.4.6.4 The vendor conducts ROR of SECREP.

Inputs – CC F SECREP that can be ROR'd

Outputs – ROR'd SECREP meeting OEM Specs

Mechanisms – Statement of Work, Scope of Work

4.5.4.6.4a Vendor delivers the ROR'd asset to the customer.

Inputs – N/A

Outputs – ROR'd SECREP.

Mechanisms – ROR Return Process (Appendix F)

4.5.5 Delivery of Repairable SECREP Not on Contract to Vendor (See Appendix E). The purpose of this process is to prescribe the steps necessary to request ROR services for SECREPs that are not on the LIS contract. Often high priority requirements for SECREPs not on contract are needed and the government SOS cannot provide delivery, in time to meet the RDD. The process for obtaining ROR services for SECREPs not on the LIS contract begins with the customer verifying with the RSR that the integrator can source the required ROR services for the subject SECREPs. When the integrator confirms sourcing capability, a formatted list of requirements is submitted to LOGCOM where it is researched to verify they are not procurable from the current SOS in time to meet the need and that funds are available to pay for the ROR services when completed and returned. The list is finalized when the COR authorizes the customer to submit the requirements (ZBEs) for non-contract SECREPs contingent on the performance of a mutually agreeable joint LTI. Once the LTI is accepted, the customer inducts the list of ZBEs delivering the ROR request to the integrator per Appendix C and the list becomes part of the appropriate task order.

Actionee

Action

- | | |
|----------|---|
| Customer | <p>4.5.5.1.1 Customer identifies a ROR requirement for a list of NSNs not on contract.</p> <p><u>Inputs</u> – SECREPs in need of ROR.
 <u>Outputs</u> – N/A
 <u>Mechanisms</u> – The Physical turn-in of unserviceable SECREPs, List of NSNs on contract.</p> <p>4.5.5.1.2 Customer prepares a list of NSNs not on contract, for potential outsourcing to the integrator.</p> <p><u>Inputs</u> – SECREP NSNs not on contract.
 <u>Outputs</u> – List of NSNs to be considered.
 <u>Mechanisms</u> – Excel Spreadsheet</p> <p>4.5.5.1.3 Customer checks the availability at the SOS.</p> <p><u>Inputs</u> – List of unserviceable NSNs not on contract</p> |
|----------|---|

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 14 of 37

Outputs – Determination of availability of assets at SOS.

Yes: Go to step 4.5.5.1.6.

No: Go to step 4.5.5.1.4.

Mechanisms- CAL, SCS, JTAV, AEPS

4.5.5.1.4 Provide list of potential NSNs to Integrator.

Inputs - List of NSNs to be considered.

Outputs – Listing to the Integrator

Mechanisms – E-mail

4.5.5.1.5 Submit formatted list of NSNs not on contract to LOGCOM for addition to the Task Order (T.O.).

Inputs – Validated list with confirmed sourcing capability.

Outputs – Validated, standardized list including NSN, Nomenclature, Quantity, Unit Price of SECREPS to be sourced.

Mechanisms – Spreadsheet formatted to provide required information.

4.5.5.1.6 Terminate outsourcing effort and order from SOS.

Inputs – Affirmative response indicating availability from SOS

Outputs – N/A

Mechanisms – AOA to Source

4.5.5.1.7 Provide additional funds to apply to Task Order.

Inputs – Request for additional funds to support the requirement.

Outputs – Funds to SMD 4th EOM COR

Mechanisms – NAVCOMP-2276 or DD Form-448 and contract T.O.

4.5.5.1.8 Process ZBEs

Inputs – Completed requisition and Joint LTI

Outputs – Loaded Requirement and Due-In

Mechanism – SASSY ZBE

4.5.5.1.9 Deliver Repairable assets to vendor (See appendix C or D as appropriate).

Inputs – Induction of SECREP not on contract for ROR

Output – N/A

Mechanisms – SASSY ZBE and FLS

SMD 4th EOM CRM 4.5.5.2.1 Validate enterprise-wide availability at SOS

Inputs – Validated, standardized list including NSN, Nomenclature, Quantity, Unit Price of SECREPS to be sourced.

Outputs – N/A

Mechanisms – CAL, SCS, JTAV, AEPS

4.5.5.2.2 Are NSNs available at SOS?

Inputs – Validated, standardized list including NSN, Nomenclature, Quantity, Unit Price of SECREPS to be sourced.

Outputs – Determination of availability of assets at SOS.

Yes: If NSNs are available at SOS, proceed to 4.5.5.2.3

No: If NSNs are not available at SOS, proceed to 4.5.5.2.4

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 15 of 37

Mechanisms – CAL, SCS, JTAV, AEPS

- 4.5.5.2.3 Recommend removal of NSNs from the list that are available at the SOS and direct the customer to requisition from source.

Inputs – Determination that SECREPS are readily available at SOS.

Outputs – Direct termination of outsourcing effort

Mechanisms – E-Mail with spreadsheet attachment.

- 4.5.5.2.4 Calculate funds and transfer the requirement to the COR.

Inputs – Determination that SECREPS are not readily available at SOS.

Outputs – List with calculated funds required to accomplish the request.

Mechanisms – FEDLOG, E-mail with spreadsheet attachment.

- SMD 4th EOM COR 4.5.5.3.1 Validate the sufficiency of funds on the Task Order.

Inputs – List with calculated funds required to accomplish the request.

Outputs – Validated list of funds required.

Mechanisms – FEDLOG, Contract Task Order

- 4.5.5.3.2 Are funds available on subject Task Order and on the correct CLIN?

Inputs – Validated list of funds required.

Outputs – Determination of funds availability

Yes: If funds are available, proceed to 4.5.5.3.4

No: If funds are not available, proceed to 4.5.5.3.3

Mechanisms - FEDLOG, Contract Task Order

- 4.5.5.3.3 Request additional funds.

Inputs – Determination of insufficient funds to cover requirement.

Outputs – Request to the customer for additional funds.

Mechanisms – E-mail

- 4.5.5.3.4 Notify integrator of inbound funded requirements and authorize ZBE submission upon completion of a joint LTI.

Inputs – Funded requisition

Outputs – Direction to conduct a joint LTI. Approved list of funded SECREPS to be attached to T.O.

Mechanisms – E-mail with attached list of NSNs.

- 4.5.5.3.5 COR will attach a copy of the approved list to the Task Order and provide a copy to OPS at Raytheon.

Inputs – Approved list of NSNs not on contract for ROR.

Outputs – Attachment of approved list to Task Order

Mechanisms – Spreadsheet

- Integrator 4.5.5.4.1 Can the Integrator source the requirement?

Inputs – List of NSNs from the customer “not on contract”.

Outputs – Determination of integrators sourcing capability

Yes: If integrator can source the requirement, proceed to 4.5.5.4.3

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 16 of 37

No: If integrator cannot source the requirement, proceed to 4.5.5.4.2
Mechanisms – Search of integrators vendor base

4.5.5.4.2 Terminate the outsourcing effort and order from the SOS.

Inputs – Negative response from integrators vendor base

Outputs – Notification to the customer to order from SOS.

Mechanisms – E-mail with spreadsheet attachment

4.5.5.4.3 Validate quantity and confirm sourcing availability.

Inputs – Affirmative response from integrators vendor base

Outputs – Confirmed list to the customer.

Mechanisms – E-mail with spreadsheet attachment

4.5.5.4.4 Conduct joint LTIs with customer.

Inputs – Direction to conduct a joint LTI.

Outputs – Accepted item to be processed for shipment to a specified vendor for ROR.

Mechanisms – TM, Configuration Checklist

4.5.6 Return of ROR'd SECREP (See Appendix F). The purpose of this process is to prescribe the steps necessary to return an ROR'd SECREP to the requesting activity. It begins when a vendor completes the ROR of a SECREP, and return ships it to the RSR at the requesting activity. At this point the integrator inspects the SECREP for readiness to return to the customer. If it is not ready the RSR will quarantine the SECREP until any problems are resolved. When it is ready to turn over to the customer, the RSR attaches a yellow warranty tag and signs the SECREP over to the customer with a DD-1348. The customer brings the SECREP back into inventory with a D6T/LC4 transaction, which is extracted by LOGCOM and marked as ready to pay in the LC4/CLS database. This information is mandatory to validate and pay when the invoice is presented in Wide Area Workflow (WAWF) at some later date.

Actionee	Action
Vendor	4.5.6.1.1 Vendor accomplished the ROR Services.
	<u>Inputs</u> – SECREP requiring ROR via Appendix C, D or E.
	<u>Outputs</u> – ROR'd SECREP
	<u>Mechanisms</u> – Vendor capabilities, OEM specifications, Configuration Checklist, Scope of Work.
	4.5.6.1.2 The vendor ships the ROR'd SECREP to the Raytheon Site Representative (RSR) at the designated Repairable Issue Point (RIP).
	<u>Inputs</u> – ROR'd SECREP meeting OEM Specifications
	<u>Outputs</u> – Shipped ROR'd SECREP
	<u>Mechanisms</u> – Appropriate transportation
Integrator (RSR)	4.5.6.2.1 The integrator's Site representative (RSR) receives the ROR's SECREP from the vendor.
	<u>Inputs</u> Received ROR'd SECREP
	<u>Outputs</u> – SECREP for RSR's Inspection and acceptance.
	<u>Mechanisms</u> – N/A

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 17 of 37

4.5.6.2.2 The RSR performs inspection of ROR'd SECREP to ensure conformity to the Configuration Checklist and Scope of Work.

Inputs – SECREP for RSR's Inspection and acceptance.

Outputs – N/A

Mechanisms – Configuration Checklist, Scope of Work

4.5.6.2.3 SECREP passes Inspection?

Inputs – SECREP for RSR's Inspection and acceptance.

Outputs – Decision to accept or reject the SECREP.

Yes: Proceed to 4.5.6.2.6

No: Proceed to 4.5.6.2.4

Mechanisms – Configuration Checklist, Scope of Work

4.5.6.2.4 SECREP, which does not pass inspection, is placed in quarantine pending resolution of discrepancy.

Inputs – SECREP with discrepancies.

Outputs – N/A

Mechanisms – Integrator's internal procedures

4.5.6.2.5 Integrator resolves the discrepancy with the vendor.

Inputs – N/A

Outputs – A SECREP Ready for Issue (RFI)

Mechanisms – Configuration Checklist, Scope of Work

4.5.6.2.6 The integrator's RSR applies an approved Yellow Warranty Tag to the SECREP.

Inputs – SECREP ready for issue.

Outputs – SECREP ready for issue with attached yellow tag.

Mechanisms – Statement of Work (SOW) and the Program Management Plan (PMP).

4.5.6.2.7 The RSR releases the SECREP to the RIP for stock/issue.

Inputs – SECREP ready for issue with yellow tag attached.

Outputs – Warranted SECREP ready for issue.

Mechanisms – Prepared DD1348

SMD 4.5.6.3.1 The SMD COR executes the Payment Process when invoiced for ROR services.

Inputs – D6T to the LC4/CLS Database and a DRA to the FLS Database

Outputs – Authorization to invoice for payment, see Appendix I

Mechanisms – SASSY, SCS

RED 4.5.6.4.1 The Resource and Enable Department extracts the customer's D6T transaction information.

Inputs – Extracted receipt transaction from the customer.

Outputs – Receipt transaction in MILSTRIP 80cc format.

Mechanisms – SASSY, SCS

4.5.6.4.2 Resource and Enable Department will post the D6T/LC4 transaction in the LC4/CLS database.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 18 of 37

Inputs – MILSTRIP 80cc format receipt

Outputs – D6T to the LC4/CLS Database and a DRA to the FLS Database

Mechanisms – SASSY, SCS

Customer 4.5.6.5.1 The RIP receives the accepted SECREP from the RSR and brings it into the inventory.

Inputs – ROR'd and warranted SECREP for stock/issue.

Outputs – D6T Receipt Transaction and signed DD-1348

Mechanisms – SASSY, SCS, DD-1348

4.5.6.5.2 The RIP posts the D6T.

Inputs – D6T Receipt Transaction

Outputs – RED extracted D6T

Mechanisms – SASSY, SCS

4.5.7 Over and Above Approval Process (See Appendix G). The purpose of this process is to prescribe the steps required to propose and accept prices that exceed agreed upon contract prices or NTE prices due to SECREPs not being received configurationally correct (missing components) or being damaged beyond fair and reasonable wear. When items are submitted for ROR that are not configurationally correct or exhibit unreasonable damage, additional funds will be required to return the SECREP to OEM specifications. The Vendor stops all work on the SECREP and advises the Integrator of the deficiencies. The integrator evaluates the Vendors claim prepares a proposal with justification for the new amount of funds and submits the form to the LOGCOM COR. The LOGCOM COR has the tech review team (TRT) evaluate the proposal and then forwards the offer to the customer as a firm fixed price (FFP) offer. The customer responds to the COR with acceptance or rejection of the proposal. If accepted, the COR sends the authorization to the integrator to proceed and indicates willingness to accept the FFP offer and the Vendor resumes work on the SECREP. If rejected, acceptable shipping costs and teardown and evaluation costs are incurred.

Actionee

Action

Vendor 4.5.7.1.1 When an item is received by the vendor through the delivery process in either Appendix C, D or E, that will require parts or services over and above (O&A) the contracted agreement.

4.5.7.1.2 Vendor notifies the integrator and stops work pending resolution of an O&Q offer.

Inputs – Parts cost data, additional labor requirements.

Outputs – Detailed cost estimate to complete required repairs.

Mechanisms – E-mail attachments.

4.5.7.1.3 Resumes work and processes ROR in accordance with the findings of the O&A process.

Inputs – Authorization to resume work from the integrator.

Outputs – ROR'd asset.

Mechanisms – Scope of Work and O&A agreement.

Integrator 4.5.7.2.1 Receives and evaluates vendor's FFP and O&A offer for Fair and Reasonable determination.

Inputs – Vendor's completed O&A proposal.

Outputs – Data required to prepare the FFP proposal.

Mechanisms – Scope of Work, Configuration checklist, FEDLOGS

4.5.7.2.2 Integrator prepares a FFP proposal with O&A sheets attached.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 19 of 37

Inputs – Contracted price, Vendor’s O&A Proposal.

Outputs – Completed FFP with O&A costs to Contracts Dept. and SMD.

Mechanisms – E-mail

- 4.5.7.2.3 Receives authorization from the COR and directs the vendor to continue work in accordance with the findings of the O&A Proposal.

Inputs – Authorization of the O&A proposal.

Outputs – Authorization for vendor to continue work.

Mechanisms – E-mail

- Contracts Dept. 4.5.7.3.1 Receives O&A documentation with FFP from the integrator

Inputs – O&A FFP Proposal

Outputs – N/A

Mechanisms – E-mail

- 4.5.7.3.2 Authorizes the results of the O&A offer.

Inputs – Proposal results from the COR.

Outputs – Authorization to proceed with work or rejection of offer.

Mechanisms – Signed hard copy of the spreadsheet.

- SMD 4.5.7.4.1 Source Management Department receives action copy of O&A FFP proposal from the integrator at same time as Contracts Department receives the info copy.

Inputs – O&A FFP Proposal

Outputs – N/A

Mechanisms – E-mail

- 4.5.7.4.2 The Program Assistant prints a hard copy of the O&A offer and passes them to the 4th EOM Tech Team for review.

Inputs – O&A digital data file

Outputs – Working copy of O&A Proposal.

Mechanisms – Computer

- 4.5.7.4.3 Tech Team conducts a review of the proposal for technical accuracy, fair and reasonable pricing and returns results to the COR.

Inputs – Working copy of the O&A proposal.

Outputs – Recommendation to the COR as to whether or not the costs are justified

Mechanisms – Tech Manuals, FEDLOGS, Configuration Checklist, CAL

- 4.5.7.4.4 COR validates ZBE/PO# to determine if it is active and matches in FLS, sufficient funds are available on the task order, and that no previous O&As have occurred for the same ZBE/PO#.

Inputs – Copy of the O&A proposal reviewed by the TRT

Outputs – Validated O&A offer.

Mechanisms – FLS, Consolidated O&A list.

- 4.5.7.4.5 COR drafts an e-mail to forward the O&A offer to the customer.

Inputs – Validated O&A offer.

Outputs – Offer to the customer

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 20 of 37

Mechanisms – E-mail

4.5.7.4.6 COR forwards the customer's response to the offer to Contracts Department.

Inputs - Customer's response to the O&A offer.

Outputs – Accepted or Rejected response to the integrator's offer. Update of LC4/CLS and Update of consolidated O&A list.

Mechanisms – Hard copy spreadsheet, LC4/CLS database and consolidated O&A list.

4.5.7.4.6a COR updates the FFP in LC4/CLS.

Inputs – Price data as required

Outputs – N/A

Mechanisms – LC4/CLS database

4.5.7.4.6b COR adds the results of the offer to the consolidated O&A list.

Inputs – O&A costs, acceptance or rejection results and other updates to O&A list as required.

Outputs - N/A

Mechanisms – Consolidated O&A list

4.5.7.4.7 COR forwards authorization received from Contracts Department to the integrator to proceed in accordance with the findings.

Inputs – Signed hard copy authorization from contracts.

Outputs – Authorization to proceed or cancel the ROR requirement.

Mechanisms – E-mail

Customer 4.5.7.5.1 Customer accepts or rejects the O&A offer received from the COR.

Inputs – Validated FFP O&A offer.

Outputs – Decision to accept or reject O&A offer

Mechanisms – N/A

4.5.7.5.2 The customer forwards the response to the O&A offer to the COR.

Inputs – Decision to accept or reject

Outputs – Authorization to accept or reject the O&A offer.

Mechanisms – E-mail

4.5.8 Process to Correct a Mis-identified SECREP (See Appendix H). While every effort is made to correctly identify SECREPs accurately when they are passed from the government customer to the integrator, mistakes still occur. The purpose of this process is to correct program records for SECREPs that are inducted for ROR with incorrect NSNs. When the vendor receives an incorrectly identified SECREP, he ceases action on ROR and reports his findings to the integrator. This information is passed sequentially to the LOGCOM COR and then to the customer for corrective action. Action includes canceling the originally inducted requirement (old ZBE) and re-induction of a requirement (new ZBE) with the NSN of the SECREP actually inducted. Email notification of the corrective action is sequentially passed from customer to COR to integrator who then notifies the vendor that he is clear to resume ROR efforts on the SECREP.

Actionee

Action

Vendor 4.5.8.1.1 The vendor receives a SECREP through the Delivery Process in Appendix C or D, and determines that is misidentified.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 21 of 37

4.5.8.1.2 Vendor correctly identifies the received SECREP and notifies the integrator.

Inputs – Notification of incorrectly identified SECREP

Outputs – Notification to the Integrator

Mechanisms – Communication between vendor and integrator

4.5.8.1.3 Resumes ROR Services

Inputs – Notification from the integrator of desired actions.

Outputs – N/A

Mechanisms – N/A

Customer

4.5.8.2.1 Customer receives notification from the COR requesting cancellation of old ZBE for misidentified SECREP and induction of new requirement (ZBE for correctly identified SECREP).

Inputs – E-mail notification instruction to correct misidentified SECREP data.

Outputs – Cancellation of old ZBE and induction of New ZBE

Mechanisms – SASSY

4.5.8.2.2 Customer submits cancellation of old ZBE in SASSY database.

Inputs – ZC1 SASSY transaction

Outputs – N/A

Mechanisms – SASSY

4.5.8.2.3 Customer submits new ZBE for correct item into SASSY.

Inputs – ZBE (Requisition/Due)

Outputs – Information to prepare E-mail that correlates old and new ZBEs.

Mechanisms – SASSY

4.5.8.2.4 Forward E-mail with new ZBE document number to SMD.

Inputs – Information to prepare E-mail that correlates old and new ZBEs

Outputs – E-mail notification to SMD

Mechanisms – E-mail

SMD

4.5.8.3.1 SMD receives notification from the integrator that the SECREP received by the vendor was misidentified.

Inputs – Notification from the integrator of misidentified SECREP

Outputs – N/A

Mechanisms – E-mail

4.5.8.3.2 COR sends an e-mail to the customer requesting cancellation of original (old) ZBE and induction of a new ZBE for the correct item.

Inputs – Correct identification for the misidentified SECREP

Outputs – E-mail notification of misidentified SECREP

Mechanisms – E-mail

4.5.8.3.3 The COR receives notification from the customer of new ZBE document number for the correct NSN.

Inputs – Notification of New ZBE and Proper funding data in LC4/CLS database.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 22 of 37

Outputs – Information to prepare notification to the integrator.

Mechanisms – N/A

- 4.5.8.3.4 The COR provides notification of the new ZBE document number to the integrator.

Inputs – Information to prepare notification to the integrator

Outputs – E-mail to the integrator citing new ZBE information

Mechanisms – E-mail

- 4.5.8.3.5 The COR manages and validates the cancellation of the old ZBE and obligates proper funding of the new ZBE in the LC4/CLS database.

Inputs – N/A

Outputs – Properly funded requisition (ZBE).

Mechanisms – Task Order Modification

- Integrator 4.5.8.4.1 Receives notification from the vendor that SECREP received was misidentified.

Inputs – Notification from the vendor of misidentified SECREP

Outputs – N/A

Mechanisms – Communication between the vendor and integrator

- 4.5.8.4.2 Integrator sends notification of the misidentified SECREP to SMD COR.

Inputs – NSN correction data

Outputs – E-mail notification of misidentified SECREP

Mechanisms – E-mail

- 4.5.8.4.3 Integrator receives notification from the COR of new ZBE document number.

Inputs – E-mail notification of New ZBE

Outputs – N/A

Mechanisms – E-mail

- 4.5.8.4.4 Integrator manages and validates the cancellation of the old ZBE, induction of the new ZBE and association of the purchase order number to the new ZBE in FLS.

Inputs – Notification of new ZBE

Outputs – N/A

Mechanisms – FLS database

- 4.5.8.4.5 Notify vendor to resume ROR services.

Inputs – Communication of corrected SECREP data

Outputs – Communication to vendor of desired actions.

Mechanisms – Communication between integrator and vendor.

4.5.9 Process for Payment for ROR Services (See Appendix I). The purpose of this process is to identify steps necessary to effect payment for ROR services to the integrator. The customer supplies funds that are placed on CLINs for their individual task orders by the LOGCOM contracts office. These funds are immediately obligated in SABRS under the roll-up document number for that customer. As the customer inducts requirements (ZBEs) these funds are expensed. When ROR action is completed and repaired SECREPs are returned to the customer, the LOGCOM COR receives integrator-generated invoices in Wide Area Workflow (WAWF). The COR inspects the invoices/receiving reports for accuracy (rejecting them if inaccurate). Accurate invoices are approved for payment via the WAWF process. DFAS then liquidates the transaction in the customers SABRS account

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 23 of 37

Actionee

Action

- SMD
- 4.5.9.1.1 COR receives funding document from the customer.
- Inputs – Funds from the Customer
Outputs – Data required to make CLIN assignment decision.
Mechanisms – NAVCOMP 2276/Fax/E-mail
- 4.5.9.1.2 COR will determine the amount of funds to be applied to each CLIN on the Task Order.
- Inputs – Data required to make CLIN assignment decision
Outputs – CLIN assignment decision
Mechanisms – Monthly financial report and LC4/CLS database
- 4.5.9.1.3 COR will deliver the funding document with CLIN distribution to Contracts Department.
- Inputs – CLIN assignment decision
Outputs – Request for modification to task order
Mechanisms – NAVCOMP 2276/Fax/E-mail
- 4.5.9.1.4 COR receives notification of Wide-Area Work Flow (WAWF) invoice.
- Inputs – Invoice from WAWF
Outputs – Information to validate the invoice
Mechanisms – WAWF Invoice and LC4/CLS database
- 4.5.9.1.5 Validate the invoice accuracy in accordance with LC4/CLS Database.
- Inputs – Invoice
Outputs – Data for decision to accept or reject the invoice
Mechanisms – WAWF and LC4/CLS database
- 4.5.9.1.6 Is the invoice accurate?
- Inputs – Data for decision to accept or reject the invoice
Outputs – Acceptance or rejection of the invoice
Yes: Proceed to 4.5.9.1.8
No: Proceed to 4.5.9.1.7
Mechanisms –WAWF and LC4/CLS database
- 4.5.9.1.7 If invoice was not correct, reject invoice in WAWF.
- Inputs – Decision to reject the invoice
Outputs – Rejected invoice
Mechanisms – WAWF
- 4.5.9.1.7a COR will prepare an e-mail to notify integrator of reasons for rejection.
- Inputs – Rejected invoice
Outputs – Notification of rejection to Integrator
Mechanisms – E-mail
- 4.5.9.1.8 SMD accepts the invoice in WAWF.
- Inputs – Accepted Invoice

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 24 of 37

Outputs – Accepted receiving report.

Mechanisms – WAWF

4.5.9.1.9 Update LC4/CLS database with payment information.

Inputs – Accepted receiving report

Outputs – Updated LC4/CLS database

Mechanism – LC4/CLS database

SABRS

4.5.9.2.1 SABRS obligates funds under a single roll-up document number.

Inputs – Electronic obligation of funds

Outputs – N/A

Mechanisms - SABRS Database

4.5.9.2.2 Update SABRS Account.

Inputs – Notification of liquidation from DFAS

Outputs – Updated SABRS account

Mechanisms – SABRS and WAWF

Integrator

4.5.9.3.1 DRA authorizes the integrator to invoice for payment.

Inputs – D6T

Outputs – DRA

Mechanisms – SASSY

4.5.9.3.2 Integrator submits an electronic invoice to WAWF.

Inputs – DRA

Outputs – WAWF Invoice and notification to SMD COR

Mechanisms – WAWF & E-mail

Contracts

4.5.9.4.1 Contracts department accepts funds from the COR and prepares a Task Order Modification.

Inputs – Funding document and request for modification to task order.

Outputs- Task Order Modification

Mechanisms – E-mail/ NAVCOMP 2276

4.5.9.4.2 Contracts Department routes the Task Order Modification to the stakeholders.

Inputs – Task Order Modification

Outputs – Obligation of SABRS funds and stakeholder notification of Task Order Modification

Mechanisms – E-mail

DFAS

4.5.9.5.1 The Defense Finance and Accounting System (DFAS) liquidates invoice received from WAWF.

Inputs – Accepted receiving report

Outputs – Payment for ROR Services

Mechanisms – Electronic Fund Transfer

Customer

4.5.9.6.1 Receives notification of funds available to obligate.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 25 of 37

Inputs – Task order modification

Outputs – ZBE to obligate funds

Mechanisms – SASSY

4.5.9.6.2 Customer Receipts for ROR'd SECREP with a D6T.

Inputs – ROR'd SECREP

Outputs – D6T

Mechanisms –SASSY

4.5.10 Warranty Management Process (See Appendix J).

<u>Actionee</u>	<u>Action</u>
Customer	4.5.10.1.1 Generates (ZBE)
	<u>Inputs</u> – N/A
	<u>Outputs</u> – ZBE
Integrator	<u>Mechanisms</u> – SASSY and FLS, LC4/CLS database
	4.5.10.2.1 FLS database checks to determine if SECREP is still within warranty period.
	<u>Inputs</u> – NSN and Serial number of SECREP
	<u>Outputs</u> – Warranty information to determine whether SECREP is or is not within warranty period
	<u>Mechanisms</u> – FLS
	4.5.10.2.2 Integrator determines if the SECREP is still within warranty period.
	<u>Inputs</u> – NSN and Serial number of SECREP
	<u>Outputs</u> – Warranty period determination
	Yes: Proceed to 4.5.10.2.4
	No: Proceed to 4.5.10.2.3
	<u>Mechanisms</u> – FLS Database
	4.5.10.2.3 Integrator delivers the repairable SECREP to the appropriate vendor per Appendix C, D or E.
Vendor	<u>Inputs</u> – Unserviceable SECREP not in its warranty period
	<u>Outputs</u> – N/A
	<u>Mechanisms</u> – Program Management Plan
	4.5.10.2.4 If the integrator (RSR) determined that the SECREP was still within the warranty period, he initiates a Warranty Resolution Report (WRR).
	<u>Inputs</u> – Unserviceable SECREP that is within its warranty period.
	<u>Outputs</u> – WRR to the vendor
	<u>Mechanisms</u> – Integrator formatted WRR in FLS.
	4.5.10.2.5 Integrator ships the warranted SECREP to the vendor with the WRR.
	<u>Inputs</u> – WRR and defective SECREP
	<u>Outputs</u> – N/A
	<u>Mechanisms</u> – Program Management Plan
	4.5.10.3.1 The vendor conducts a failure analysis on the subject SECREP.

CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 26 of 37

Inputs – WRR and defective SECRep

Outputs – Information to complete the failure analysis

Mechanisms – WRR

4.5.10.3.2 Vendor determines if the warranty claim is valid based on the failure analysis.

Inputs – Information from the completed failure analysis.

Outputs – Decision on the validity of the warranty claim

Yes: Proceed to 4.5.10.3.3

No: Proceed to 4.5.10.3.4

Mechanisms – OEM Data

4.5.10.3.3 If the warranty claim was valid, the vendor conducts the ROR service at no costs or reduced cost if applicable.

Inputs – Yes decision from 4.5.10.3.2

Outputs – ROR'd SECRep at no/reduced cost to the government and completed WRR

Mechanisms – Manufacturers specifications/Scope of Work

4.5.10.3.4 If the warranty claim was not valid, the Vendor conducts the ROR service per the contract.

Inputs – No decision from 4.5.10.3.2

Outputs – ROR'd SECRep per contract price and completed WRR.

Mechanisms – Manufacturers specifications/Scope of Work

4.5.10.3.5 Upon completion of ROR services, the vendor returns the SECRep to the customer per appendix F.

Inputs – ROR'd SECRep

Outputs – N/A

Mechanisms – Appendix F of this Quality Instruction.

SMD

4.5.10.4.1 The SMD (COR) receives the WRR from the vendor with adjusted cost information for valid warranty claims.

Inputs – WRR

Outputs – Adjusted pricing in LC4/CLS database

Mechanisms – WRR and LC4/CLS database.

5. METRICS. None

6. NOTES. None

7. DATA, FORMS AND REPORTS

8. QUALITY RECORDS.

9. APPENDICES:

Appendix A: Candidate Selection and RFP Process

Appendix B: Fair and Reasonable (F&R) Assessment

Appendix C: Deliver Repairable SECRep to Vendor (Retail)

Appendix D: Deliver Repairable SECRep to Vendor (Wholesale)

Appendix E: Delivery of SECRep Not On Contract to vendor

Appendix F: Return of ROR'd SECRep

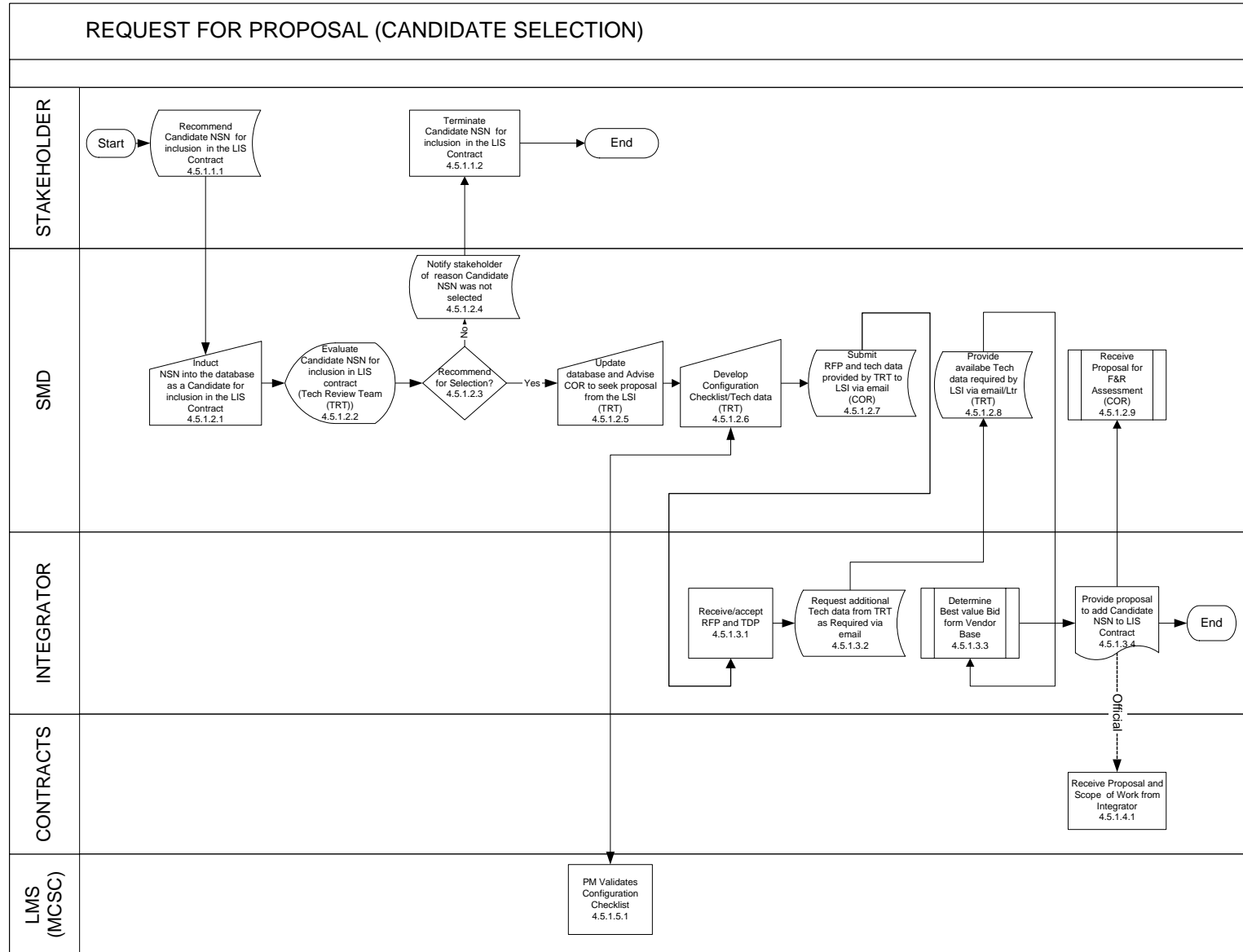
CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 27 of 37

Appendix G: Over and Above Approval Process
 Appendix H: Process to Correct a Misidentified SECREP
 Appendix I: Process for Payment for ROR Services
 Appendix J: Warranty Management Process

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxxx	Revision: Draft
	Date: xx April 2005	Page 28 of 37

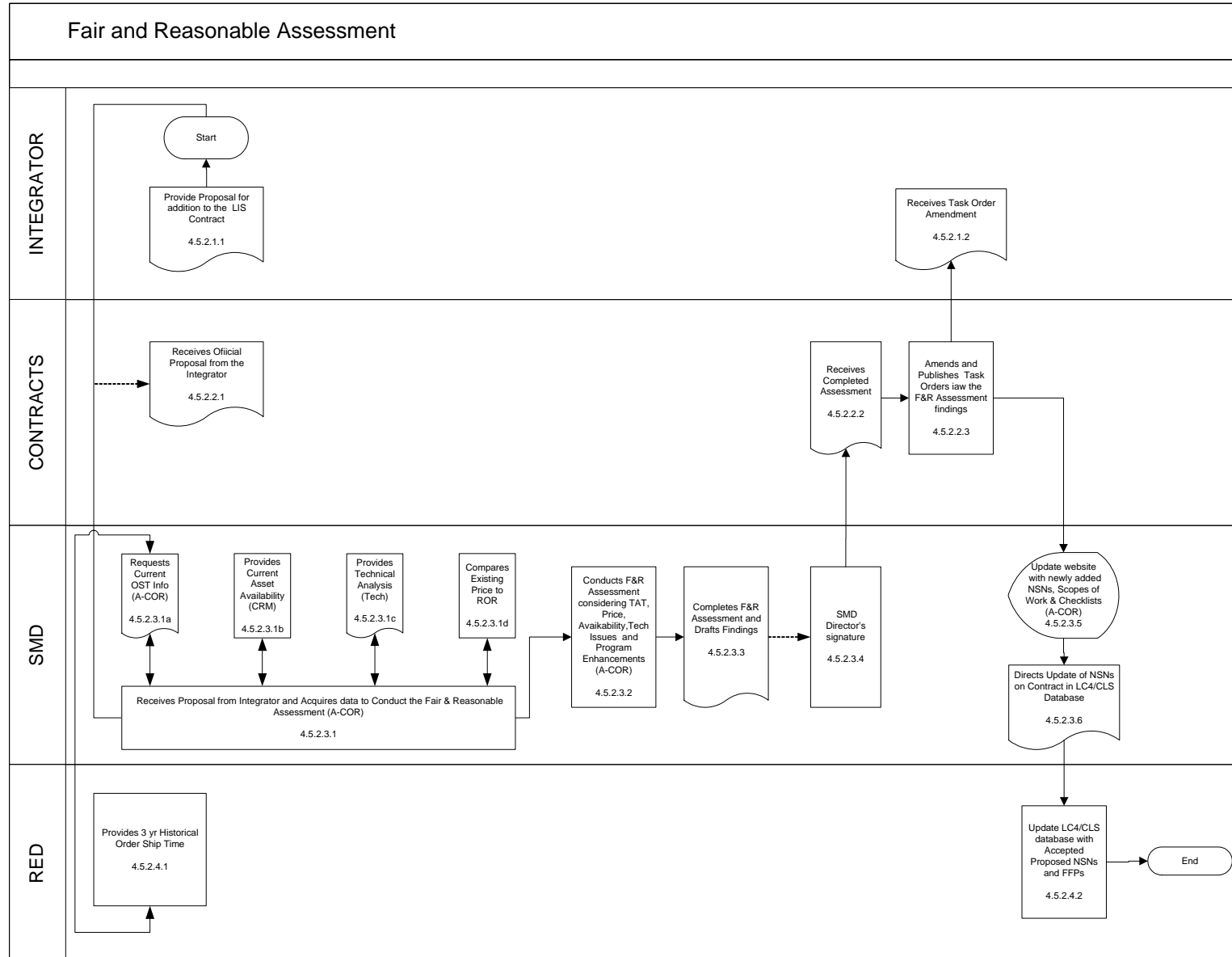
Appendix A: Candidate Selection and RFP Process



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 29 of 37

Appendix B: Fair and Reasonable (F&R) Assessment



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process

Logistics Integration Support

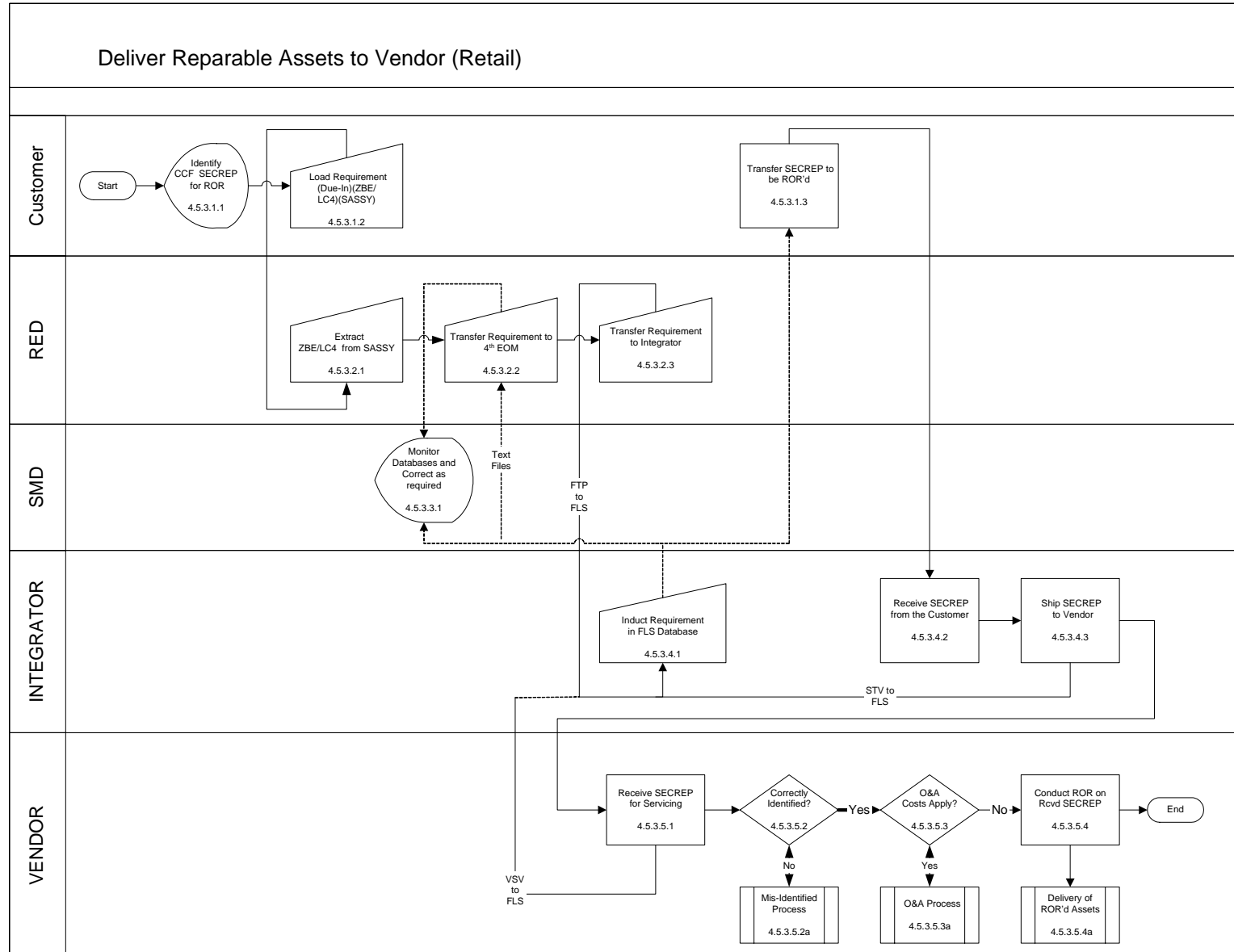
SCMC-QIxxxxxx

Revision: Draft

Date: xx April 2005

Page 30 of 37

Appendix C: Delivery of Repairable SECREP to Vendor (Retail)



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process

Logistics Integration Support

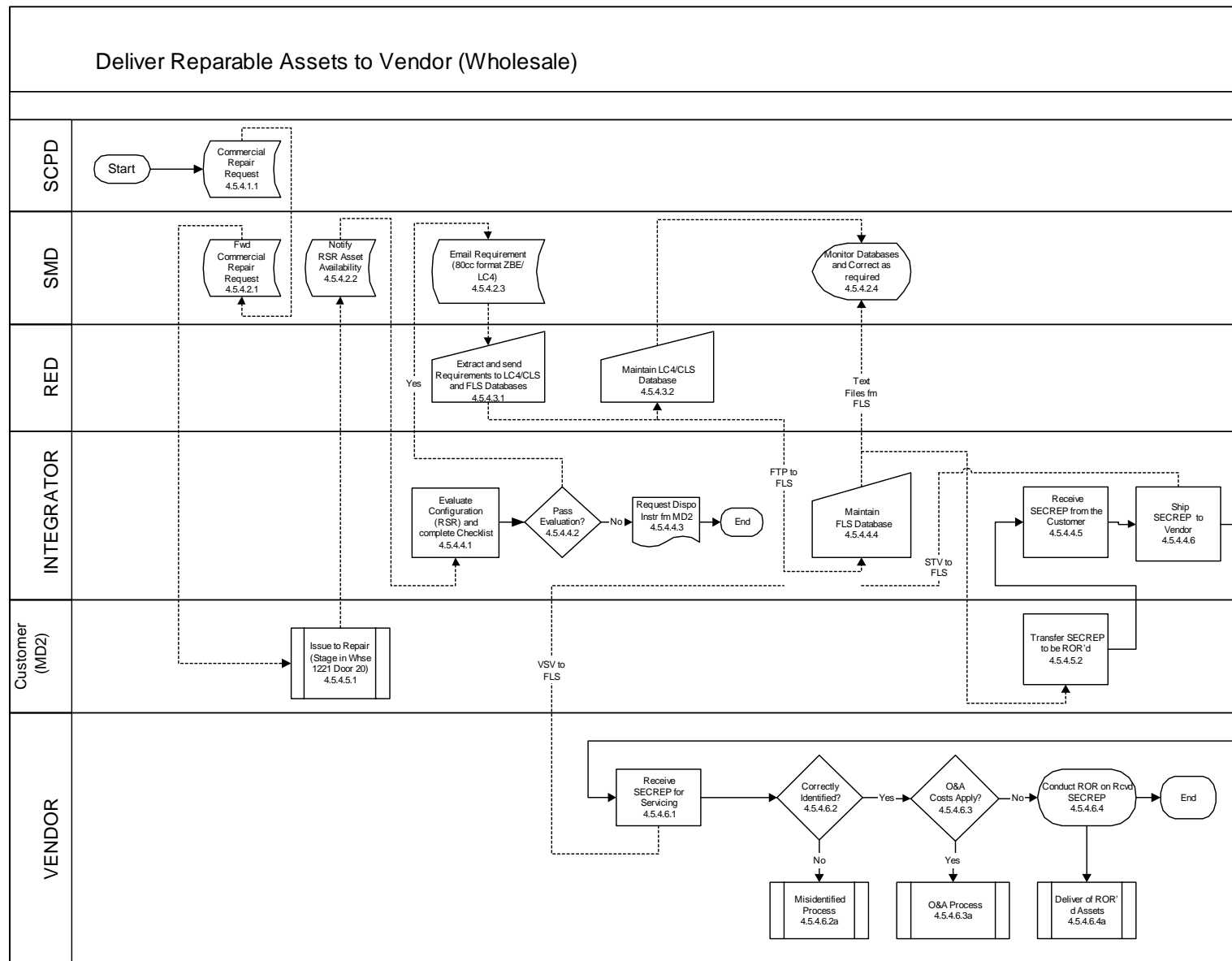
SCMC-QIxxxxxx

Revision: Draft

Date: xx April 2005

Page 31 of 37

Appendix D: Deliver Repairable Asset to Vendor (Wholesale)



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process

Logistics Integration Support

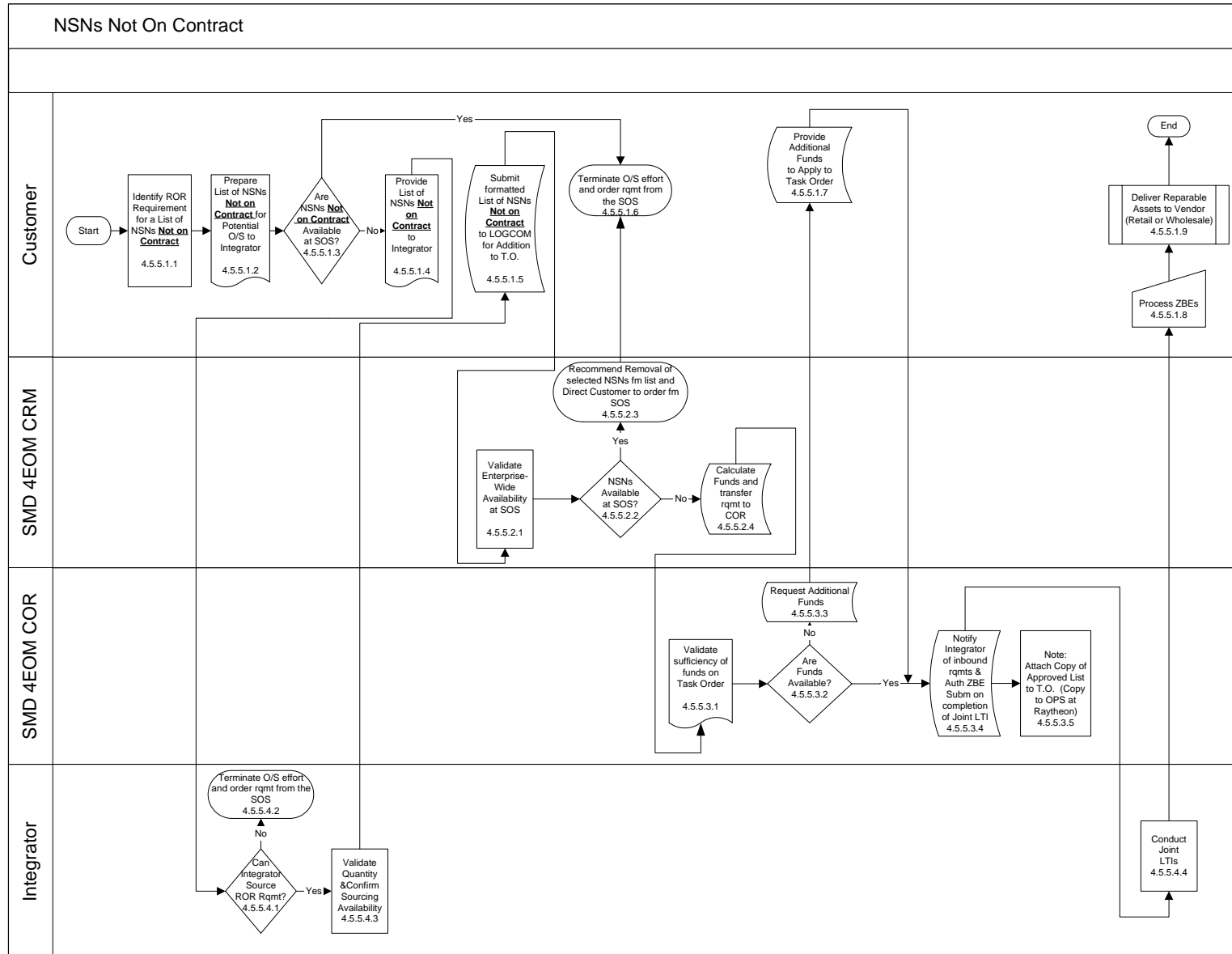
SCMC-QIxxxxxx

Revision: Draft

Date: xx April 2005

Page 32 of 37

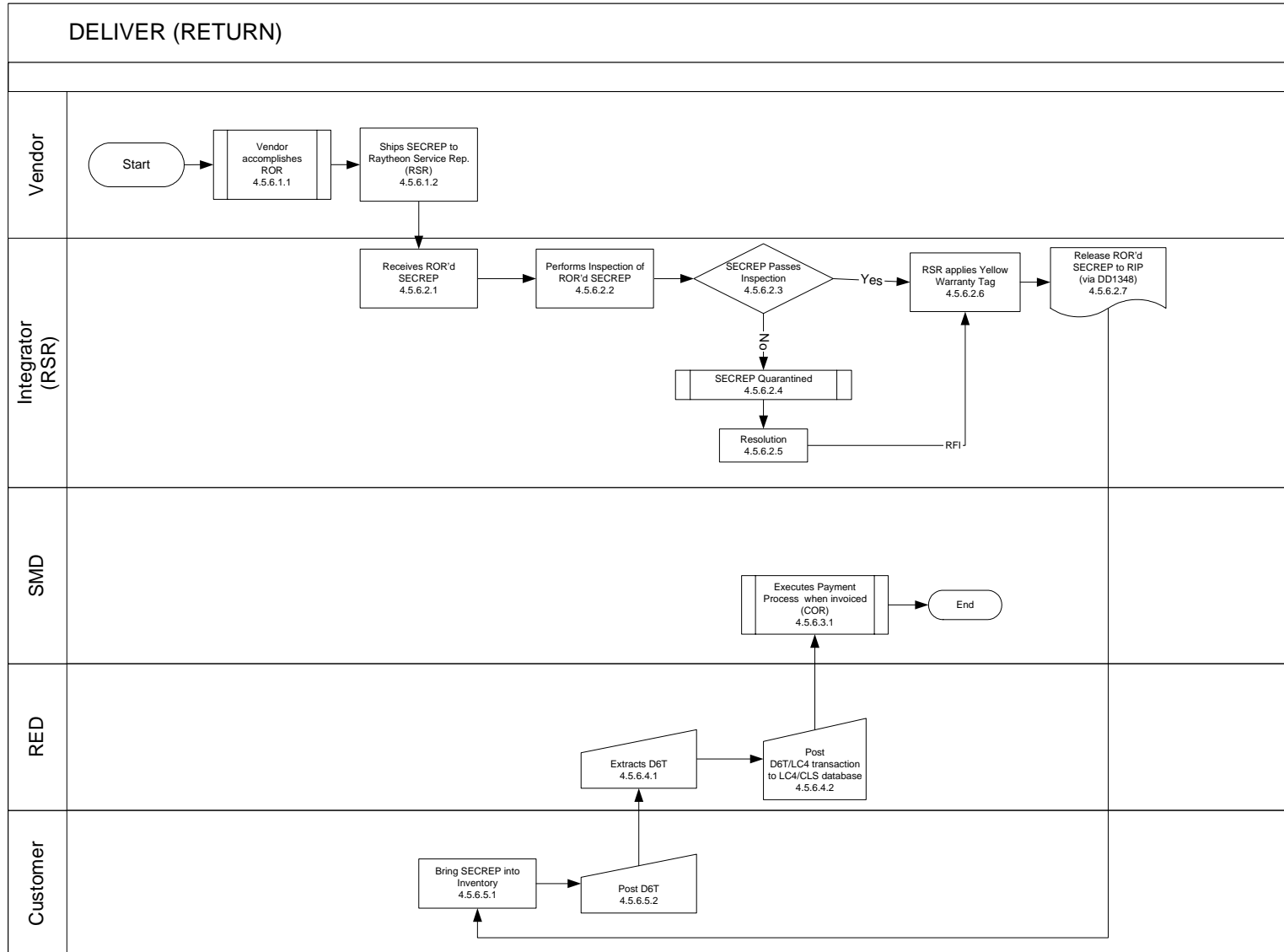
Appendix E: Delivery of Repairable SECREP Not on Contract to Vendor



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxxx	Revision: Draft
	Date: xx April 2005	Page 33 of 37

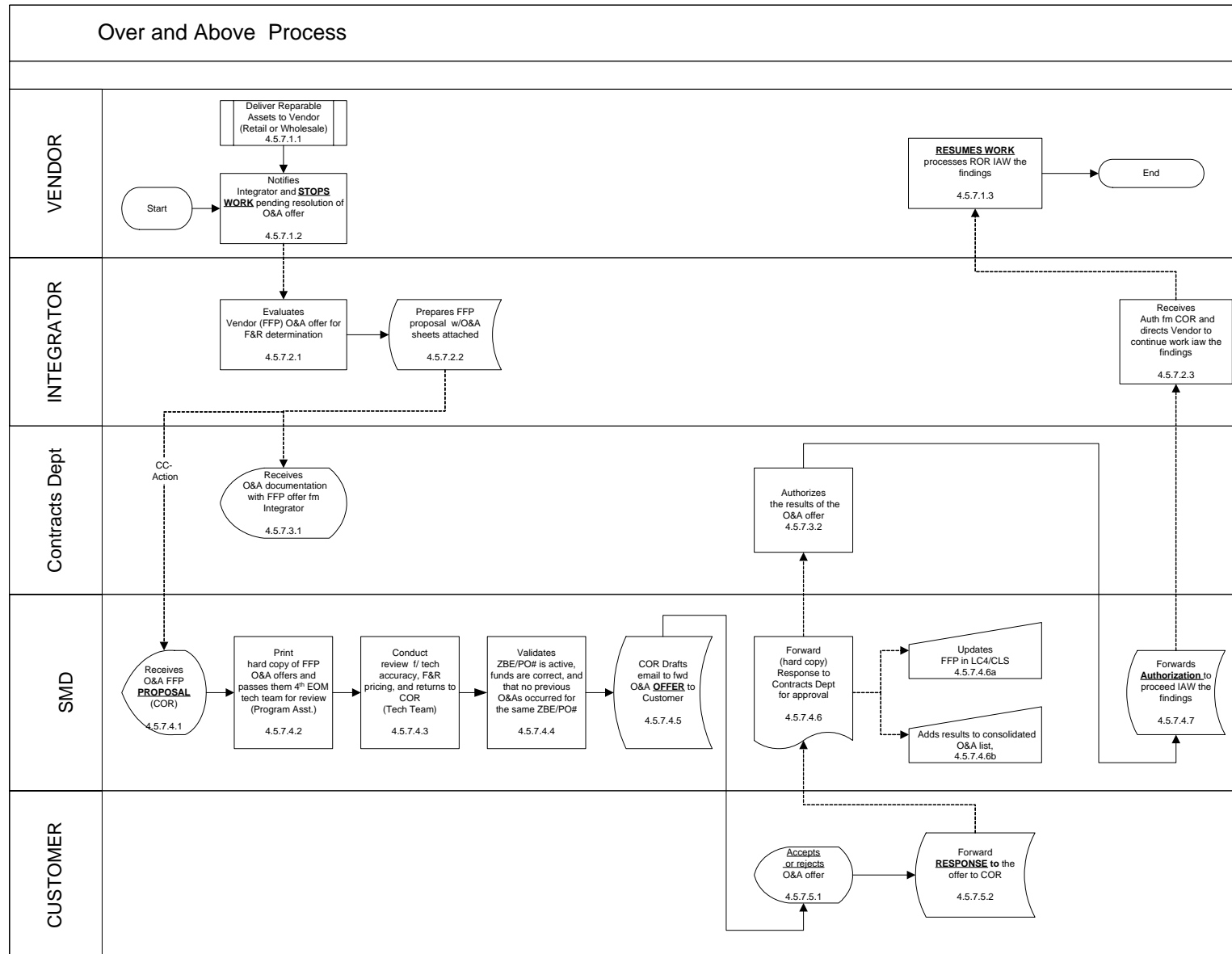
Appendix F: Return of ROR'd SECREP



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 34 of 37

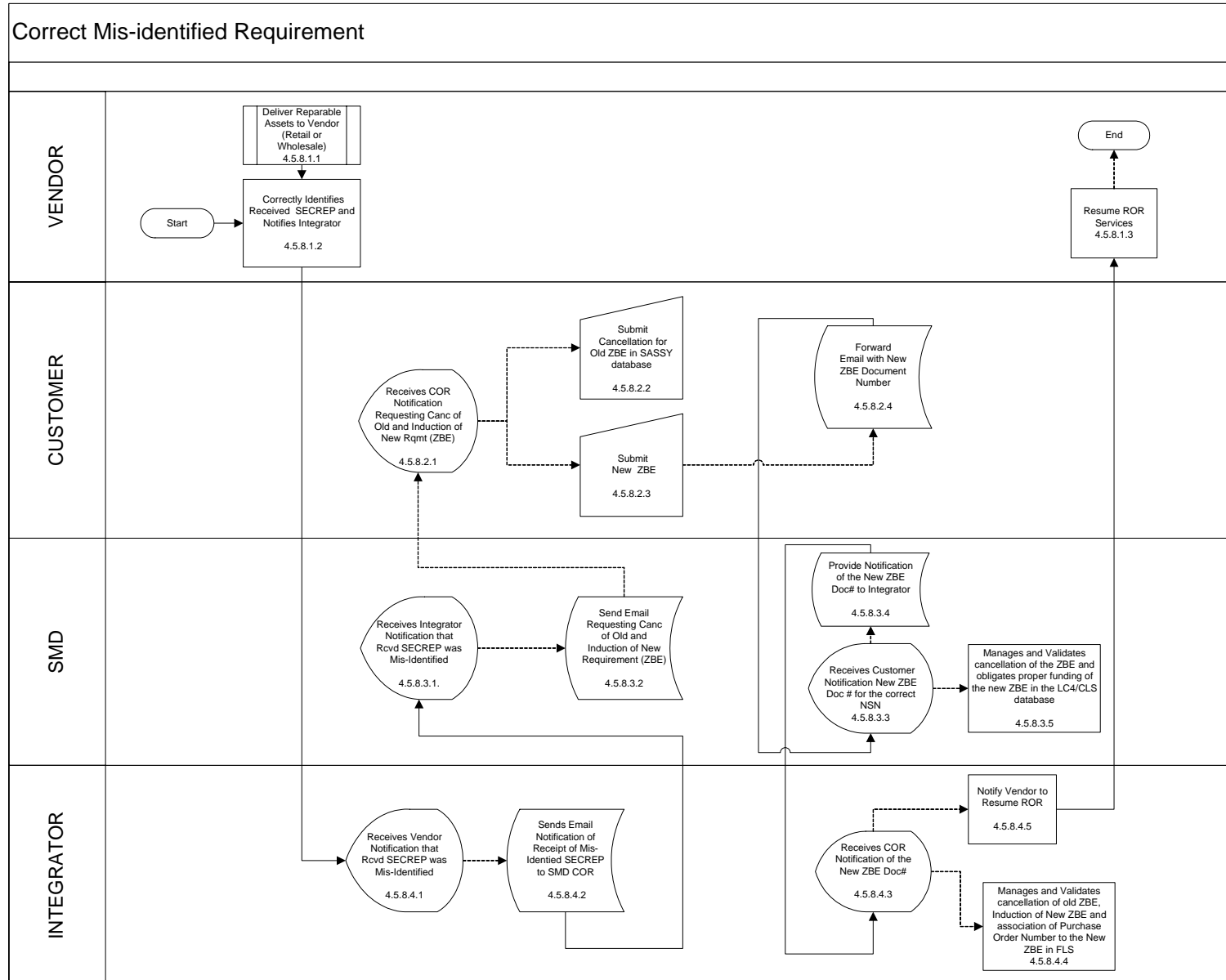
Appendix G: Over and Above Process



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 35 of 37

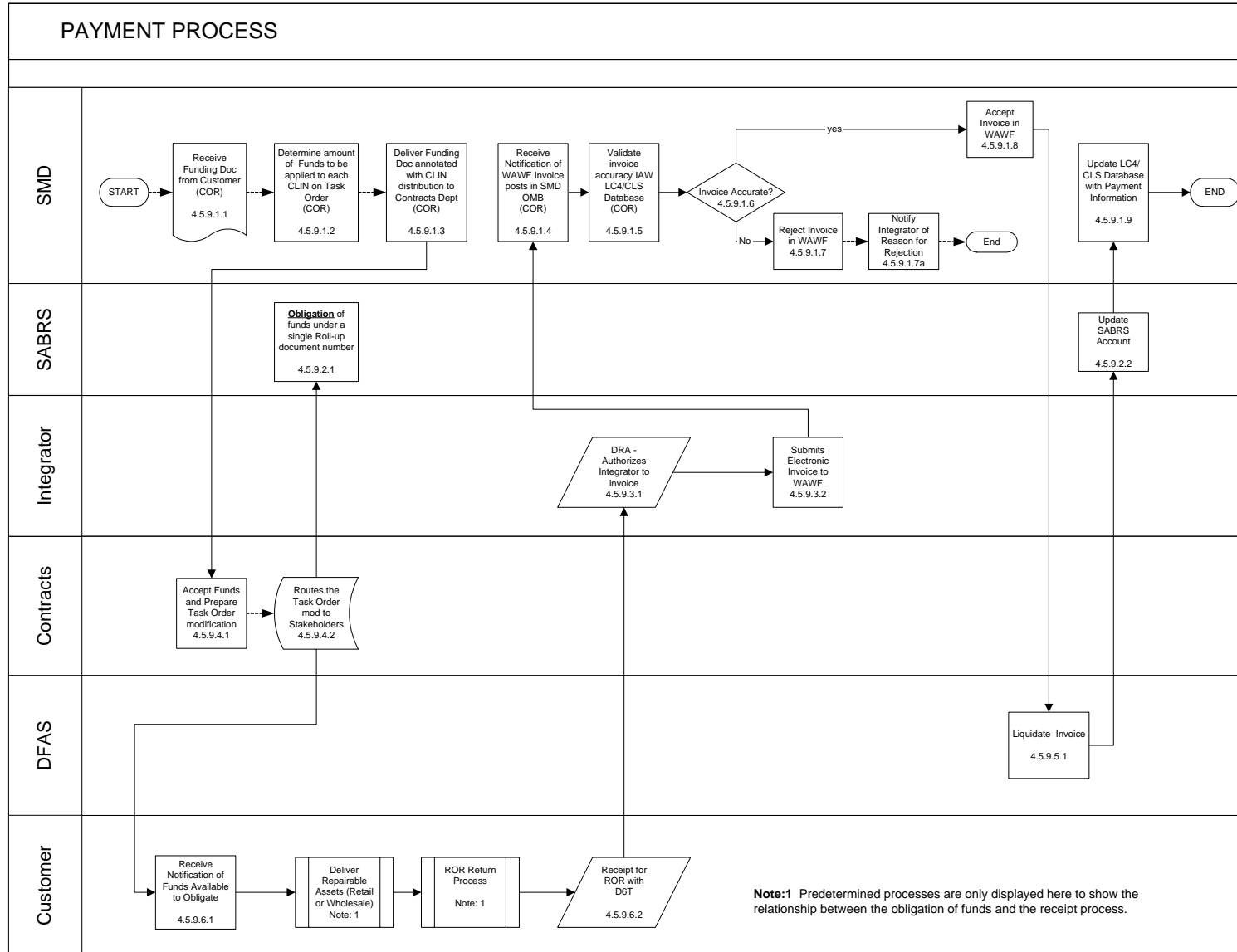
Appendix H: Process to Correct Mis-Identified SECREP



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 36 of 37

Appendix I: Process for Payment for ROR Services



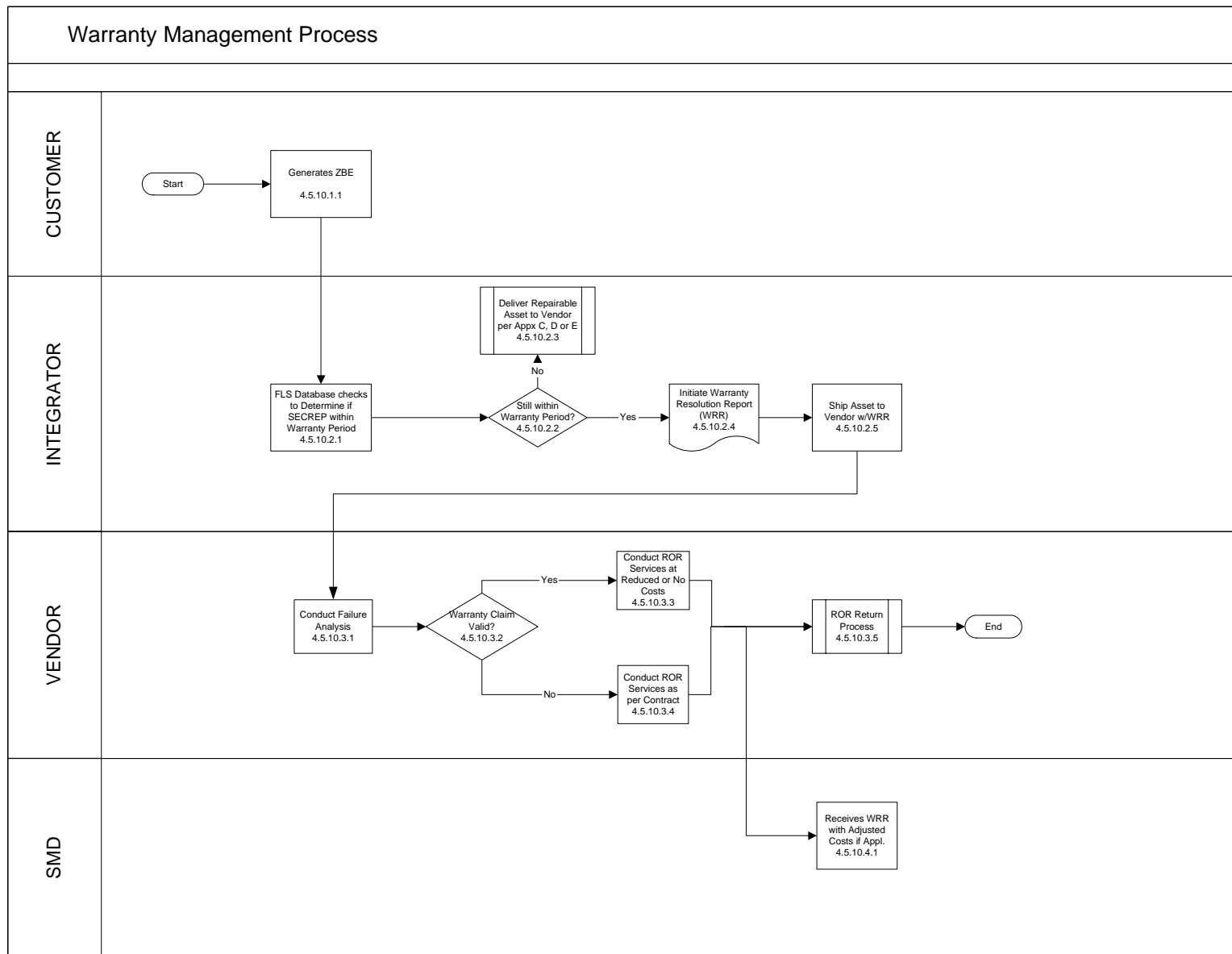
CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Commercial Integrator Support Services Process		
Logistics Integration Support	SCMC-QIxxxxx	Revision: Draft
	Date: xx April 2005	Page 37 of 37

Revision: Draft

Page 37 of 37

Appendix J: Warranty Management Process



CHECK THE MASTER LIST – VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE